



U.S. Immigration
and Customs
Enforcement

SEVP

STUDENT AND EXCHANGE VISITOR PROGRAM

Update DSOs Webinar
December 11, 2015



**U.S. Immigration
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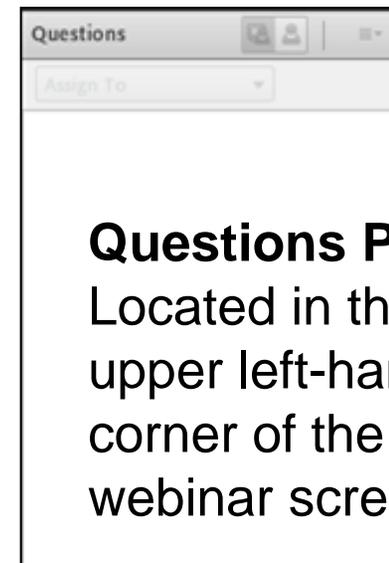
Before we start,

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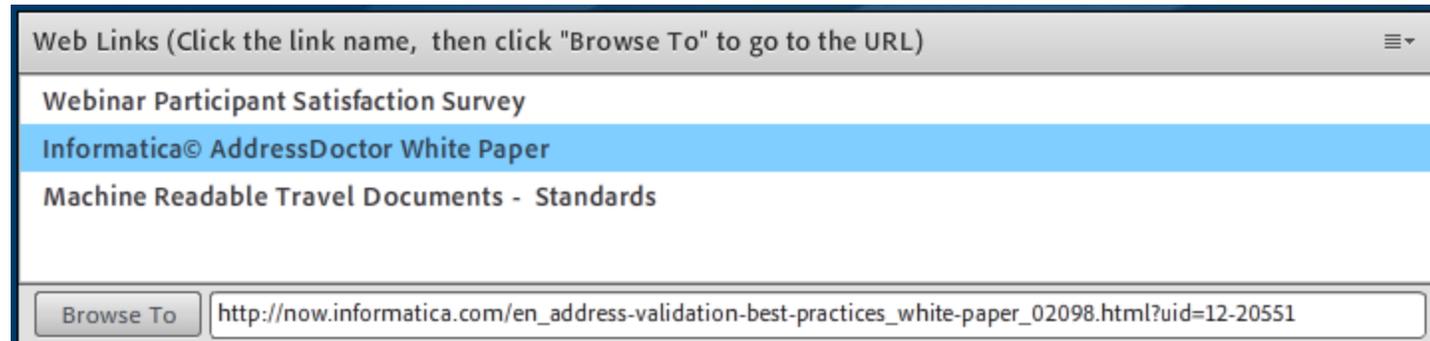
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Presenters

- **Penny Sgardelis, Adjudicator, SEVP School Certification Unit**
- **Meena Javid, Adjudicator, SEVP School Certification Unit**
- **Zobaida Karim, Adjudicator, SEVP School Certification Unit**
- **Jared Allen, SEVIS Webinar Facilitator**

Agenda

- Overview of the DSO update process
- Adding officials to an unlocked petition
- Adding officials to a locked petition
- Common causes for delayed adjudication of school officials
- Questions and Answers

Documents Available to Download Today

- DSO Update Process Factsheet
- SEVIS Job Aid: Update School Officials
- Process Flow Diagrams: P/DSO Updates

Also look on *Study in the States* for these materials.

Webinar Purpose

- Review process for updating school officials
- Clarify questions surrounding required signatures and submission of required documentation
- Identify common causes for delays in adjudication of DSO updates



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Penny Sgardelis

DSO UPDATES OVERVIEW

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PDSO/DSO Fundamentals

- Must be paid employees of the school
- Must be U.S. citizen or lawful permanent resident (LPR)
 - Note:** Must document this when adding officials
- Cannot allow anyone else to use their user name or password to access SEVIS

Process in a Nutshell

- Collect all required supporting documents before submitting anything in SEVIS
- Enter changes in SEVIS
- Immediately email scanned documents to SEVP:
Form17SupportingEvidence@ice.dhs.gov

Send Supporting Documentation

- Signed Form I-17
- Copy of Citizenship/LPR documents, if adding new official to Form I-17
- Copy of legal name-change document, if name in SEVIS does not match name on citizenship/LPR document

Potential Cancellation of Update

SEVP reserves the right to cancel the update, if the supporting documents are not received upon submission.

Proof of Citizenship/LPR Status

Status	Documentation
U.S. Citizen	<ul style="list-style-type: none">• U.S. passport or passport card• U.S. birth certificate• Naturalization or Citizenship Certificate
Lawful Permanent Resident	<ul style="list-style-type: none">• Alien Registration Card

Note: Name entered into SEVIS must match name on these documents. If the name differs, must also submit proof of legal name change (such as marriage certificate, divorce decree, etc.).

Required Signatures

Action(s)	Who Signs Form I-17?
Add DSO or change DSO's campus assignments	<ul style="list-style-type: none"> • PDSO signs Form I-17, page 3, and Form I-17A, page 4, for each campus • New DSO signs Form I-17A for each campus
Change in PDSO (including reassignment of roles)	<ul style="list-style-type: none"> • Head of School signs Form I-17, page 3, and Form I-17A, page 4, for each campus • Old and new PDSOs signs Form I-17A for each campus
Update school official's name	<ul style="list-style-type: none"> • PDSO signs Form I-17, page 3, and Form I-17A, page 4, for each campus • Official signs Form I-17A for each campus

Timing of Signatures

If it takes time for head of school to sign forms, highly recommend getting “Draft” Form I-17 signed before submitting the updates in SEVIS.



Meena Javid

ADDING OFFICIALS WHEN THE FORM I-17 CAN BE EDITED

Add Official in SEVIS

- Adding officials to the Form I-17 in SEVIS involves two steps in SEVIS:
 - Adding the person to the Form I-17 (page 4)
 - Assigning a role for each campus the individual will serve (page 5)
- When adding officials, SEVIS sees them as either:
 - New: Someone who has never touched SEVIS – or
 - Existing: Someone who has had a SEVIS user name

Add New Official

School Official Information [Page 4 of 5]

Official Name	Title	Telephone	Email Address	Command
Helene Robertson	PDSO	222-222- 222		Update Delete
Helene Robertson	PDSO	222- 222		Update Delete
Ingrid Mercer	Immigration Specialist	222- 222		Update Delete
Jared Fister	Advisor	222- 222		Update Delete
Jared Infield	Advisor	301- 5555 ext.		Update Delete
Rita Feet	International Scholar Advisor	222-222- 2222 ext.	Rita.Feet@university.edu	Update Delete
Rita Feet	International Scholar Advisor	222-222- 2222 ext.	Rita.Feet@university.edu	Update Delete

Add New Official: use this to add someone to your Form I-17 who has never used SEVIS or someone who cannot remember their previous SEVIS user name

[Add New Official](#) [Add Existing Official](#)

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Print I-17 Form

Add Official in SEVIS

Add Official

Required fields are marked with an asterisk (*).

* Last Name:	<input type="text"/>
* First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Suffix:	<input type="text" value="v"/>
* The Official is:	<input type="text" value="v"/>
If LPR, enter A-Number:	<input type="text"/>
* Title:	<input type="text"/>
Contact Information:	
* Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
* City:	<input type="text"/>
* State:	<input type="text" value="v"/>
* Zip Code:	<input type="text"/> <input type="text"/>
* Telephone Number:	<input type="text"/> - <input type="text"/> - <input type="text"/> ext. <input type="text"/>
* Email Address:	<input type="text"/>

Note: Addition of a new official will require adjudication by SEVP.

Name as it appears on citizenship/LPR documents

Email address unique to individual

Add New Official

- SEVIS will assign “new” officials a SEVIS user name.
- “New” officials are always adjudicated by SEVP

Add Existing Official in SEVIS

School Official Information [Page 4 of 5]

Official Name	Title	Telephone	Email Address	Command
Helene Robertson	PDSO	222-222-2222 ext.	Helene.Robertson@sevp.state.gov	Update Delete
Helene Robertson	PDSO	222-222-2222 ext.	Helene.Robertson@sevp.state.gov	Update Delete
Ingrid Mercer	Immigration Specialist	222-222-2222 ext.		Update Delete
Jared Fister	Advisor	222-222-2222 ext.		Update Delete
Jared Infield	Advisor	301-555-5555 ext.		Update Delete
Rita Feet	International Scholar Advisor	222-222-2222 ext.		Update Delete
Rita Feet	International Scholar Advisor	222-222-2222 ext.		Update Delete

Add Existing Official: use this to add someone to your Form I-17 who has used SEVIS

[Add New Official](#) [Add Existing Official](#)

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Print I-17 Form

Search for Existing Official

Add Existing Official

Required fields are marked with an asterisk (*).

The official is a current user. Enter the official's user name.

* User Name:

Search Official

Cancel

Review Existing Official

Add Existing Official - Catheryn Cotten

Last Name: Cotten

First Name: Catheryn

Middle Name:

Suffix:

Title: PDSO

The Official is : U.S. Citizen

Telephone Number: 222-222-3333 ext.

Email Address: Cat *[redacted]*

Note: If official does not have a current PDSO/DSO role in SEVIS, addition will require adjudication by SEVP.

Add Official

Cancel

Add Existing Official in SEVIS

- SEVIS pulls any information the system has on the official – name, title, contact information, etc.
- Official's information may need editing; especially title, work address, telephone, and email address

Add Existing Official in SEVIS

SEVIS processes “Existing” officials in two very different ways:

- Individual no longer listed on another Form I-17 or Form DS-3036

Note: They require SEVP adjudication.

- Individual listed on another Form I-17 or Form DS-3036

Note: SEVIS will adjudicate them without SEVP review.

Assign Roles

Campus Information [Page 5 of 5]

Campus Name	Mailing Address	Location	Command
Main Campus	1 Crystal Drive Arlington, VA 22202	Arlington, VA	Officials
Flight Academy	123 Fly Away Lane Friendly, MD 20744	Friendly, MD	Update Delete Officials
Robertson School for Practical Skills	2450 Crystal Drive Arlington, VA 22209	Arlington, VA	Update Delete Officials

[Add New Campus](#)

[Prev](#) [Next](#) [Print I-17 Form](#)

Please Note: Add any additional campuses then click the Officials link to assign SEVIS roles to the school officials before submitting the I-17.

Assign roles on each campus, as needed

Once added to the draft Form I-17, a role must be assigned for each campus the individual will serve.

Assign Role

Assigning Campus Officials

Campus Name: SEVP School for Advanced SEVIS Studies

**Mailing Address: 9002 Nancy Lane
Ft. Washington, MD 20744**

Officials Currently Assigned				
Official Name	Title	PDSO	DSO	No Role
Catheryn Cotten	Director, Graduate Studies	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Rita Feet	International Scholar Advisor	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Jared Fister	Advisor	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Jared Infield	Advisor	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Ingrid Mercer	Immigration Specialist	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Helene Robertson	Director, ISSS	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Note: The PDSO role cannot be assigned to either a new official or an existing official that is not an approved PDSO or DSO.

Print , Sign, Submit, Scan, and Email Form I-17

- Print “Draft” Form I-17 prior to submission
- Collect signatures prior to submission, if it will take time to get them
- Submit in SEVIS
- Email signed form I-17 and supporting documents to:
FormI17SupportingEvidence@ice.dhs.gov



Zobaida Karim

ADDING OFFICIALS WHEN THE FORM I-17 CANNOT BE EDITED

Form I-17 Cannot be Edited When...

- There is a pending petition
- The PDSO is not available

To Add Official When Form I-17 Cannot Edited

- PDSO or head of school collects citizenship/LPR documents from new official
- PDSO or head of school emails SEVP:
FormI17SupportingEvidence@ice.dhs.gov

Email Specifications

- Name of school and school code in subject line
- Must contain explanation of why the requested change cannot be submitted in SEVIS

Required Statement (on School Letterhead)

- School Name and School Code
- Name of new P/DSO(s) to be added
- Indicate if new P/DSO is active PDSO or DSO at another school
- Position title of new P/DSO(s)
- Role assignment (PDSO or DSO) for each campus the official will serve – include address of campuses
- Work address if any P/DSO to be added
- Telephone number of any new P/DSO(s)
- Email address of any new P/DSO(s)
- What to do with old PDSO – changing role to DSO?
For all campuses? Remove from Form I-17?
- Existing SEVIS user name, if applicable

Attachment

Status	Documentation
U.S. Citizen	<ul style="list-style-type: none">• U.S. passport or passport card• U.S. birth certificate• Naturalization or Citizenship Certificate
Lawful Permanent Resident	<ul style="list-style-type: none">• Alien Registration Card

If name in SEVIS is different from name on citizenship/LPR document, also attach proof of legal name change.

Note on Official's Name

SEVP will only enter name as it appears on legal documents.



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Zobaida Karim

COMMON DELAYS IN ADJUDICATION OF SCHOOL OFFICIAL UPDATES

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Submitted with Other Updates

SEVP strongly recommends submitting PDSO/DSO updates separately from other Form I-17 updates. This allows for quicker processing.

Supporting Documents Not Received

- Send documentation to the right email address:
Form17SupportingEvidence@ice.dhs.gov
- Send them immediately
- Include the school name and school code in the subject line

Lack of Clarity

IMPORTANT: When initiating a change that cannot be submitted in SEVIS, be very clear about all actions needed.

Example: If replacing a PDSO, tell SEVP what happens to the current PDSO. Which campuses would these changes affect – all of them or only some?

Requests for Evidence (RFE)

IMPORTANT: Respond to RFEs promptly. Lack of response will result in a denial.

Provide only the information or documents requested in the RFE. **For example:** If the RFE requests a signature on page 3 or the Form I-17, send only the signed third page of the Form I-17. Do not send the whole form.



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Jared Allen

RESOURCES AND UPCOMING WEBINARS

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Upcoming Webinars

Date	Webinar
December 18, 2015 2:00 PM (ET)	SEVIS Release 6.23 Post-Release Webinar
February 9, 2016 1:00 – 2:00 PM (ET)	Ask the Experts Webinar: This webinar focuses on the way forward with PDSO and DSO Updates

Study in the States Website URLs

- DSO Update Process Factsheet
 - <https://www.ice.gov/doclib/sevis/pdf/dsoUpdateProcessFactsheet.pdf>
- Webinar Page
 - <http://studyinthestates.dhs.gov/webinars>
- SEVIS Help Hub
 - <http://studyinthestates.dhs.gov/sevis-help-hub>

Other Resources

- SEVIS Email
 - **SEVISTechnicalFeedback@ice.dhs.gov**
- SEVP Response Center
 - **SEVP@ice.dhs.gov**
- SEVIS Help Desk
 - **800-892-4829**



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QUESTIONS AND ANSWERS